

Document Change Request

Purpose

The Document Change Request initiates a documented change for an activity within Engineering Division. Consequently, this form is used both to request an update to an existing EQS document and to request the creation of a new document.

It does not cover Criteria Change Requests (CCR) for documents written by higher authority and research labs.

Usage

The document owner completes this form as part of the document update process.

Attributes

The Document Change Request is a 1-part form.

Filing

Once the document update process is finished, the completed Document Change Request is filed in a folder labeled with the document title and file ID assigned to the document. That is, each tracked document has its own 'document history' folder that makes up the Document History Repository, which is located in the Engineering Technology and Specifications Section. The folder is used to keep obsolete copies of the documents and Document Change Request forms, as necessary. The signed Document Change Request forms should be kept indefinitely.

Distribution

EQS Document Controller

Document Owner

Ownership

The *EQS Document Controller [mailto:Steven.P.Freitas@usace.army.mil?subject=FORQ001Y-Document Change Request]* is responsible for ensuring that this document is necessary and that it reflects actual practice.

Effective 11/07/03 Rev 1		
Document Owner Name	Date	Proposed Effective Date
Document Title	File Name	Current Effective Date

Document to be updated by Owner? ☐ Yes ☐ No If Yes, please provide:

File date and time:	Transfer via (email or server):
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Description of Change

For Document Controller edits only: Review after update? ☐ Yes ☐ No

Please list job titles affected:

As the Owner of this document, I have verified that:

☐ The requested changes have been reviewed with affected employees and/or their managers.
☐ This document reflects actual practice.
☐ This document supports corporate policy.

Please list other documents that may be affected by this document change

Document File Name	Document Title

Document Owner's Signature	Document Controller's Signature	Actual Effective Date

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Content written by USACE, Sacramento district, Engineering Division

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